



Non-Merit Job Vacancy Announcement

ADMINISTRATIVE ASSISTANT

Pay Grade:		Position Type:	Part Time
Salary or Range:	\$16.50 /hour	Work Schedule:	Tuesday, Wednesday, Friday 7.5hours/day
FLSA Designation:	Non-Exempt	Work Week:	(select one)

Agency: Kentucky Commission On Women
Work Address: 700 Capital Avenue, Franfort, KY
Work County: Franklin

AGENCY COMMENTS:

DESCRIPTION OF JOB DUTIES:

Responsible for providing support & assistance to the Executive Director. The Administrative Assistant is the primary point of contact for the office. Responsible for the following: greeting visitors and answering the phone; general correspondence; writing and proofing letters; ordering supplies; assisting with programs and events, etc.

MINIMUM REQUIREMENTS:

EDUCATION:

High school or GED diploma

EXPERIENCE:

A minimum of one years of experience in administrative or related work.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be proficient in using a personal computers and have experience in MS Word, Excel and PowerPoint.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 8/26/2016)

[Posted on: 8/15/2016]

Submit email and attach resume with subject line: Part-Time Administrative Assistance

Send email to KCW@ky.gov

Contact Name: Cordelia Harbut

Contact Method: email

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